



Position Description

Position Title	Bar Manager
Department	Bar
Location	Theatre Royal & Concert Hall- Nottingham
Reporting to	Head of F&B
Date Prepared	24 May 2024

CGC Event Caterers is a long established caterer with decades of experience in the hospitality industry. We operate at venues of all sizes and have exclusivity at prominent sporting, entertainment and cultural locations across the UK and is also the European Catering Division for ASM Global, the global leader in the delivery of live entertainment and events.

In the UK, we operate at the following venues:

- Eight Yorkshire Racecourses including the world famous York Racecourse
- Yorkshire Event Centre – Harrogate
- The Sun Pavilion – Harrogate
- Lincolnshire Epic Centre – Lincoln
- LNER Community Stadium – York
- Theatre Royal and Concert Hall – Nottingham

POSITION PURPOSE

Working within the bars team to ensure bars are set up to meet the customers' requirements.

KEY RESPONSIBILITIES

- Work alongside the F&B team ensuring all events are fully set up.
- Ongoing Drinks service staff training.
- Bar service development and implementation.
- Ensure bars service is maintained to our high standards & SOP's.
- Deliver bar, wine and cocktail service for Yarn & events
- Ordering of drink and food from suppliers for the venue.
- Receive and process incoming stock deliveries.
- Organise stock in the warehouse ensure no waste or stock loss.
- Correctly storing and date rotation of all stock items
- Accepting and checking of supplier deliveries for the department
- Maintains stock controls recording movements of stock.
- Regular beer line cleaning and quality checks, keeping records of any wastage of product in the process for the venue
- Ensuring that cellar equipment is in full working order, reporting any faults in a timely manner to the relevant personnel and/or maintenance contractor ensuring equipment is functioning for business delivery for the venue.
- Organise warehouse and work area for orderliness at all times and keep a clean safe working environment.
- Work with supervisors to ensure bars are restocked and cleaned at the end of events.
- Ensure safety is maintained at all times including all personnel within work area wearing appropriate PPE & equipment
- Ensure there are no 'stock outs' during events.
- Work with F&B team to ensure sufficient bar staff are available to cover events. This includes producing a weekly rota for Yarn.
- Work with and support the C&E team as required.



Position Description

- Custodian of guardians of grub data.
- Ensure all customer & clients' accounts are invoiced.
- Working with the event management team to supervise events from time to time.
- Ensuring all Yarn kitchen due diligence is filled in and filled.

PERSON SPECIFICATION

- Team worker
- Organised
- Good planner
- Ability to lead a team
- Good attention to detail
- Good IT skills particularly excel, Epos & stock management systems
- Level 2 food hygiene or willing to work towards

BENEFITS

- 25 days' holiday
- Life assurance
- Pension
- Healthshield - Health cash plan
- Free on-site parking
- Employee Assistance Programme
- Employee Referral Programme

GENERAL INFORMATION

The requirements of the business are such that it is necessary to have a flexible approach and therefore some business-related travel to be able to work at our venues and operational sites will be required.

To apply, please complete the [CGC Application Form](#) as soon as possible, noting the closing date is 14th June. Good Luck!